



Setting up the

Account Management

and

Consumer Fireworks Certificate

And Low Impact Registration

Application Process





- This presentation starts with the application process assuming that you have already created an account. If you need assistance creating an account, please refer to the Create Account presentation, which you can find on our webpage at www.michigan.gov/bfs
- For information on Certificate Fee payment, Transfers, and Sales Reporting and Safety Fee payments please refer back to our homepage and view the other presentations there.
- All online consumer fireworks certificate applications are due by April 1. There are no exceptions made.



The following screens are examples of Consumer Fireworks and Low Impact Fireworks.





Examples of **Consumer**Fireworks in Michigan









of Low
Impact
Fireworks
in Michigan



It is important for all applicants to be familiar with all of the rules and regulations associated with selling Retail Fireworks in Michigan. Below is a segment of PA 256 of 2011. We have a full version posted on the Fireworks Program home page.

- PA 256 Sec. 4. (1) A person shall not sell consumer fireworks unless the person annually obtains and maintains a consumer fireworks certificate from the department under this section. A person who knows, or should know, that he or she is required to comply with this subsection and who fails or neglects to do so is guilty of a misdemeanor punishable by imprisonment for not more than 2 years or a fine, or both, with the fine as follows:
- (a) For a first violation of this subsection, not more than \$5,000.00.
- (b) For a second violation of this subsection, not more than \$20,000.00.
- (c) For a third or subsequent violation of this subsection, not more than \$40,000.00.

To access or create your account you will click on the application link on the **BFS Fireworks** Program home page.

Health Systems

Construction Codes

Corporations, Securities & Commercial Licensing

Employment Relations

Ethnic Commissions

Fire Services

State Fire Marshal

Fireworks

Fire Fighter Training Division

Plan Review

Storage Tank Division

Field Services

NFIRS

Liquor Control Commission

Medical Marihuana

Fireworks Program

Fireworks Program home page

In December 20.1, C.
256 of 2011, Michigan Fireworks Safety Act, which allows the sale and use of consumer-grade fireworks in Michigan. LARA Bureau of Fire Services have been given the responsibility of administering and enforcing the Fireworks Safety Act and the promulgated Fireworks General Safety rules to ensure retail

locations throughout the State of Michigan comply with nationally ac retail sale of consumer and low-impact fireworks, specifically the Na Association Standards 11 and 1124.

The State of Michigan, Boreau of Fire Services has created a delegal local entity een also the enform inspection duties of those approve permanent retail structures within their geographical jurisdiction. Sin program, 74 Fire Departments have elected to participate covering program has resulted in a timelier inspection process as well as bett BFS.

All fees generated as part of the program are allocated to support the and the training of the State's a Application Link ighters.

Fireworks: What You Need to Know

 Consumer Fireworks Application and Low Impact Fireworks Registration

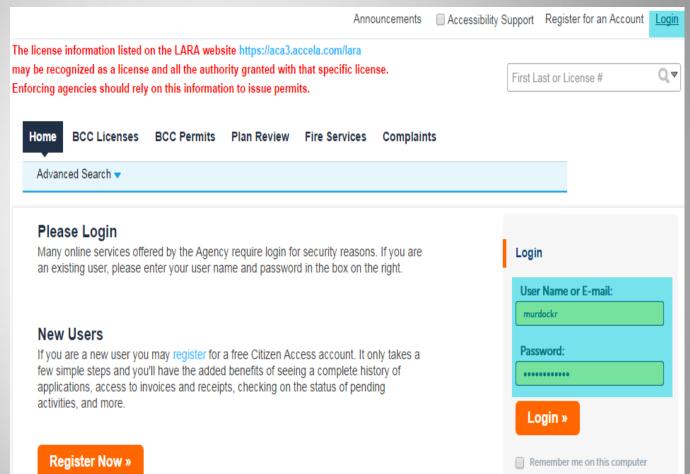
Forms and

- Retailers and Safe 402
- Firework





Log into your account by entering your User name or Email and the password.





16TMP-022629

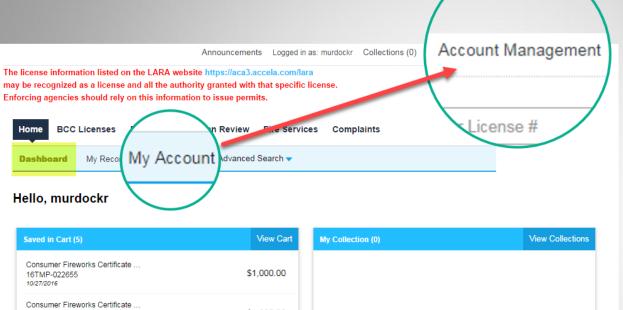
16TMP-022572 10/24/2016

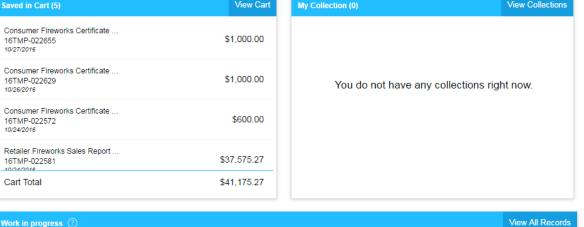
16TMP-022581

Cart Total

10/26/2016







- The opening page in this window has many links that will help you access all of your information.
- You may also access your management page by clicking on the "Account" tab in the Dashboard.
- We will start with the Account Management.





- The "Manage Your Account" page allows each Certificate Holder to keep documents and information stored within the account for ease of access.
- You can see here that your account type is seen as "Citizen Account" and the login information that you created. You can also see that there is an edit button in the event that you have to update some of your information.

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

Edit

User Name: murdockr

E-mail: fireworks@michigan.gov

Password: *****

Security Question: Who is on first?

Mobile Phone: 517-373-7441

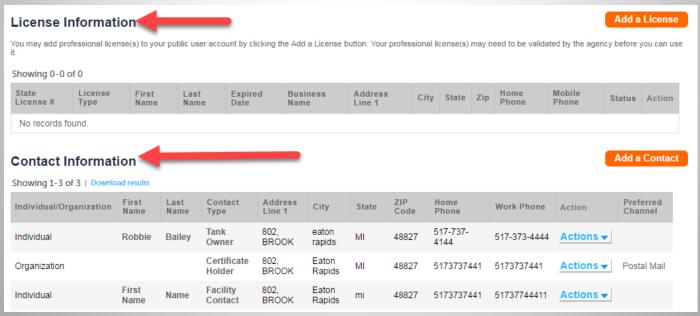
Receive SMS Message: NO



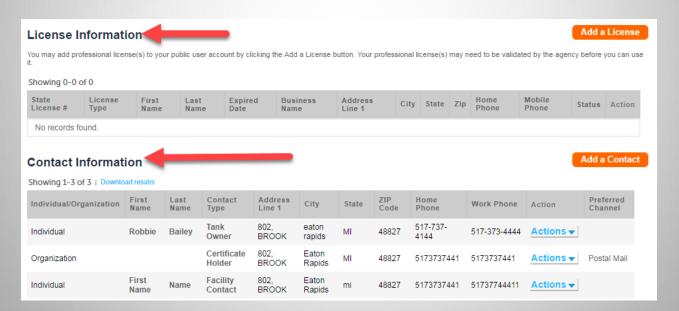
 Continuing with the "Manage Your Account" page you can see the "License Information" section. You may ignore that area. It relates to "other" licenses that are applied for using this same system.

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The second section you see here is the "Contact Information".



- STATE FIRE MARSHI
- You can see in a list of names for contact information showing Individual or Organization
- The system will allow you to list all the appropriate contacts you may need.
- There should only ever be one name associated with the Certificate holder.
- If there was a need to list a Cert Holder Contact that is different than the actual Certificate holder you will be able to do so.







It is extremely important that you have the appropriate names and contact information for each specific person or business associated with the Certificate.

This contact information will tie in directly with who will receive the actual certificate when it is issued as well as the financial responsibility for this certificate.

You will be able to list a Site Contact if there is a specific person we need to contact at the retail location other than the Certificate Holder.



Next you will see the "Attachments" section. You may attach documents by choosing the "Add" button. This will allow you to keep necessary documents within your account for faster and easier submitting.

NOTE: The "Trust Account" section doesn't apply to Fireworks.

Attachments

The maximum file size allowed is 100 MB. html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Entity Type	Туре	Size	Latest Update	Description	Document Status	Status Date	Upload Date	Action	Entity
Region List.xlsx	Contact		16.18 KB	11/29/2016	W4	Uploaded	11/29/2016	11/29/2016	Actions ▼	Certificate Holder - No name entry allowed
Location Transfer Questionnaire.docx	Contact		20.93 KB	11/29/2016	lans	Uploaded	11/29/2016	11/29/2016	Actions ▼	Facility Contact - First Name Last Name





Next on the "Manage Your Account" page is the "Delegations" section. By using the "Add a Delegate" button you may give someone permission to access the account and make changes. Additionally someone could give you permission to access their account as well.

People who can access my account
None

People whose account I can access
None



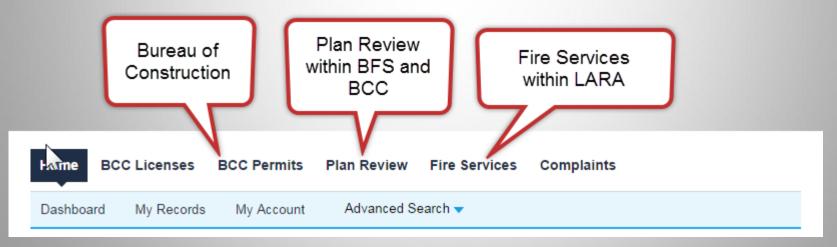


Now you will move on to submitting your applications.





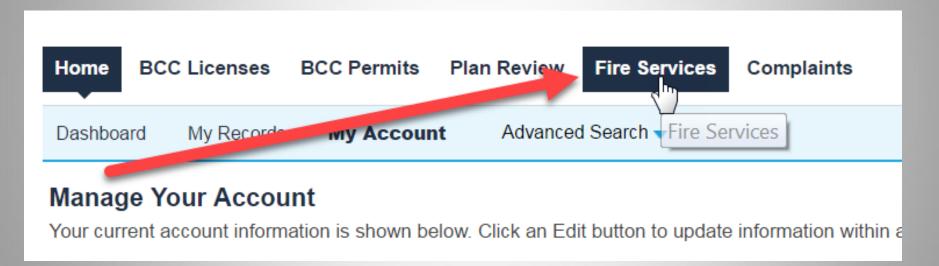
The opening page has additional tabs allowing for multiple Bureaus within LARA to access applications needed for licenses issued by LARA.







To get started click on the "Fire Services" tab.







This will open the link to: "Create/Amend an Application/Record".

Home BCC Licenses BCC Permits Plan Review Fire Services

Create/Amend an Application/Record Search Applications



Home BCC Licenses BCC Permits Plan Review Fire Services Complaints

Create/Amend an Application/Record

Search Applications

Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

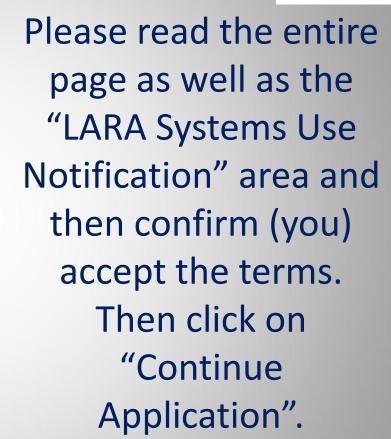
LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform

I have read and accepted the above terms.

Continue Application »





STATE FIRE MARSHAL

- Add Facility to My Records Storage Tanks
- Aboveground Storage Tanks
- Underground Storage Tanks
- Storage Tank Amendments
- Release Report Underground Storage Tanks
- Fireworks Consumer
 - Consumer Certificate Notice of Cancellation
 - Consumer Certificate Refund Request Form
 - Consumer Certificate Transfer of Location
 - Consumer Certificate Transfer of Ownership
 - Consumer Fireworks Certificate Permanent Structure
 - Consumer Fireworks Certificate Temporary Structure
- Fireworks Low Impact
- Low Impact Registration Permanent Structure
- Low Impact Registration Temporary Structure
- Fireworks Facility Type Change
 - Transfer of Facility Type
- Fireworks Sales Report
 - Retailer Fireworks Sales Report & Safety Fees
- Fireworks Appeals
 - Fireworks Appeal Request

Here you will select the record type you want to submit an application for.

By clicking on the arrows on the left you will expand each section.

Each section contains various options for applications.

Continue Application »



- <u>Consumer Non-Permanent Structure Certificate:</u> Choose this type if you are selling consumer grade fireworks in a non-permanent facility such as a tent or stand. Application deadline is midnight on April 1.
- <u>Consumer Permanent Structure Certificate:</u> Choose this type if you are selling consumer grade fireworks in a permanent building. Application deadline is midnight on April 1.
- <u>Low Impact Non-Permanent Structure:</u> Choose this type if you are selling low impact fireworks out of a non-permanent facility such as a tent or stand. You must register 10 days prior to sales.
- <u>Low Impact Permanent Structure:</u> Choose this type if you are selling low impact fireworks in a <u>permanent building</u>. You must register 10 days prior to sales.
- <u>Location Transfer:</u> Choose this type if you are moving the location of your temporary facility. Application deadline is June 1.
- <u>Ownership Transfer:</u> Choose this type if purchasing ownership of a certificate from another applicant.





- Each retail sales location may sell one or both types of fireworks: Consumer and Low Impact. For each location you must have a Certificate and or Low Impact Registration.
- Without the proper Certification or Registration you will receive a citation per PA 256
- Please note: The "type" you choose has nothing to do with the duration of your sales, but rather the type of structure that you are selling from.



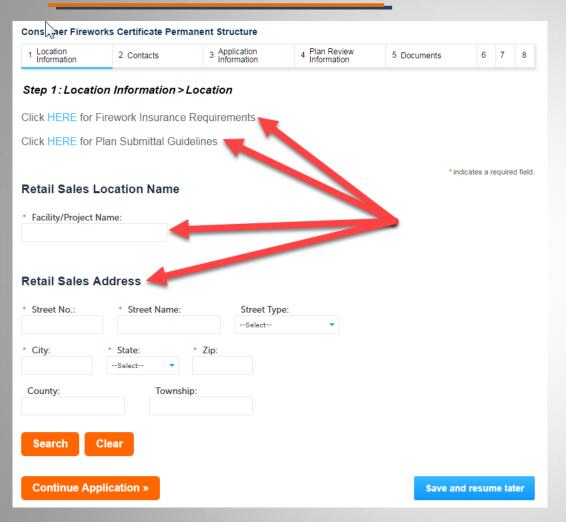
STATE FIRE MARSHAL

- Add Facility to My Records Storage Tanks
- Aboveground Storage Tanks
- Underground Storage Tanks
- Storage Tank Amendments
- Release Report Underground Storage Tanks
- Fireworks Consumer
 - Consumer Certificate Notice of Cancellation
 - Consumer Certificate Refund Request Form
 - Consumer Certificate Transfer of Location
 - Consumer Certificate Transfer of Ownership
 - Consumer Fireworks Certificate Permanent Structure
 - Consumer Fireworks Certificate Temporary Structure
- Fireworks Low Impact
 - Low Impact Registration Permanent Structure
 - Low Impact Registration Temporary Structure
- Fireworks Facility Type Change
 - Transfer of Facility Type
- Fireworks Sales Report
 - Retailer Fireworks Sales Report & Safety Fees
- Fireworks Appeals
 - Fireworks Appeal Request

For this tutorial we will pick the Consumer Permanent or Temporary Structure type application.

Continue Application »







The next 3 slides will clarify the areas with the red arrows.





Step 1: Location Information > Location

Click HERE for Firework Insurance Requirements

Click HERE for Plan Submittal Guidelines

Here you will find information for Insurance Requirements and Plan Submittal Guidelines. Additional information will be added here as needed.





Retail Sales Location Name

* Facility/Project Name:

For anyone who may need to include specific identifying information for that retail sales location you may add that here. For example those retailers with multiple locations you may want to include store numbers.





* Street No.:	* Street Nan	ne:	Street Type:	•
* City:	* State:	* Zip:		
County:	Tov	vnship:		
Search	Clear			

Here is where you will list the actual location of your retail sales for this application. When the appropriate city and zip code are entered the County and Township should populate with the correct information.





This area at the bottom allows you to stop where you are and save all the information you have already entered or you can just continue the process.

Clear allows you to just clear the page if you want to start over. Click "Continue Application".

Search

Clear

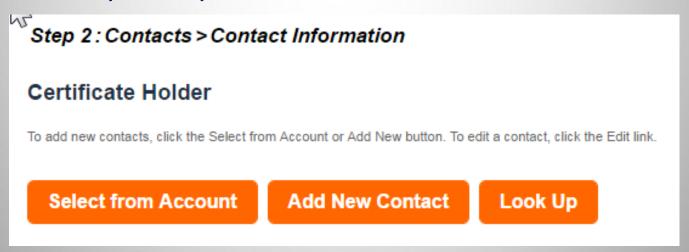
Continue Application »

Save and resume later





Step 2 in the process is for the Contact Information for this application. Depending on how many names you listed in your Account Manager will depend on the number of choices that come up during the application. If you have only 1 listed in your account then it will just automatically insert the only one you have. If you need to add a different contact you may also do that at this time.







When you click on the Select button and you have multiple Contacts listed in your Account Manager you will get this box to allow you to pick the contact you want to use.

Select Contact from Account						
Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use Showing 1-3 of 3						
	Category	Туре	Name			
0	Associated Contact	Tank Owner	Robbie Bailey			
	Associated Contact	Certificate Holder	John Smith			
0	Associated Contact	Facility Contact	First Name Last Name			
C	Continue Discard Changes					





No name entry allowed Email: fireworks@michigan.gov Address: 802, BROOK City: Eaton Rapids State/Province: MI Zip/Postal Code: 48827 Phone: 5173737441 Fax:5173737447 Edit Remove							
▼ Contact Addresses							
Add Additional Contact Address To edit a contact address, click the address link.							
Showing 0-0 of 0							
Address Type	Re						
No records found.							
Site Contact To add new contacts, click the Select from Account or Add New but ✓ Contact added successfully. No name entry allowed Email: fireworks@michigan.gov Address: City: State/Province: Zip/Postal Code: Phone: 5173737441 Fax: Edit Remove ✓ Contact Addresses							
Add Additional Contact Address							
To edit a contact address, click the address link.							
Showing 0-0 of 0							
Address Type	Re						
No records found.							
Continue Application »							

When completed click on "Continue Application".





- The next screen will allow you an option to duplicate information from a previously submitted application within your Accela account.
- If you choose to duplicate information you will be allowed to enter the application number for the information you want duplicated.
- You will also be able to edit any of the information copied.
 This cuts down on the number of times that you have to enter the same information.
- Also you can choose not to copy any previous applications.





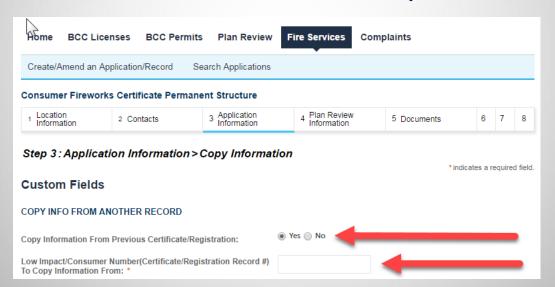
If this is your first application within this account you won't have anything for the system to copy. Moving forward you can use any Number listed within your account.

Home BCC L	icenses BCC Per	mits Plan Review	Fire Services	Complaints			
Create/Amend an Application/Record Search Applications							
Consumer Fireworks Certificate Permanent Structure							
1 Location Information	2 Contacts	3 Application Information	4 Plan Review Information	5 Documents	6	7	8
Step 3: Application Information > Copy Information *indicates a required field. Custom Fields							
COPY INFO FROM ANOTHER RECORD							
Copy Information From Previous Certificate/Registration:							
Low Impact/Consumer Number(Certificate/Registration Record #) To Copy Information From: *							





Once you have determined which application you want to duplicate you would enter the number in the box exactly the same way it shows in your account. You will be able to edit any of the information copied.





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Step 3 asks you to enter specific information for the Certificate Holder. The email address entered here is where the Certificate will be emailed.

Consumer Firewor	ks Certificate Peri	manent Structure		
1 Location Information	2 Contacts	3 Application Information	4 Plan Review Information	
Step 3 : Applica	tion Informatio	n>Questions		
Owner/Cert Ho	older			
OWNER/CERT HOLI	DER INFORMATION			
* First Name:			George	
*Last Name:			Greyson	
Fireworks Business N	lame:		Greayson's Boomers	
* Street Address 1:			852 East Ave	
Street Address 2:				
* City:			Lansing	
* State:			mi	
*Zip Code:			48910	
* Phone:			5173737441	
*Email:			fireworks@michigan.gov	



STATE FIRE MARSHAL

Step 3 continues with the Application information.

APPLICATION INFORMATION	
* Is the applicant a Sole Proprietorship:	Yes No
What is your Federal Taxpayer Identification Number (if not applicable enter N/A):	
*What is your current Michigan Sales Tax License Number:	38-1254785
*What is your current Michigan Sales Tax License Expiration Date:	12/31/2016
*Business Name Listed on Sales Tax License:	George's Gags
* Name of Person Filed w/Dept. of Treasury for MI Sales Tax License (NOTE: "Person" means an individual, agent, association,	
charitable organization, company, limited liability company, corporation, labor organization, legal representative, partnership, unincorporated organization, or any other legal or commercial	George Grant
entity.) WARNING: This must be accurate in order for application to be approved.:	
*Fireworks Business Name/Doing Business As:	no dba
*At what address will you be storing fireworks (street, city, zip):	no storage
*In which city, township or village will your retail sales be located:	Elsie
*What county will your retail sales be located:	Genesee
* Sentenced for Felony Conviction within the preceding 5 years:	○ Yes No
*Ever been convicted of a felony involving theft, fraud, or arson:	Yes No
*Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules:	○ Yes ● No



Application Information



Moving to Step 4
you will enter the
information needed
regarding the Plan
Review Exemption
for amount of
Pyrotechnic
material.

Step 4: Plan Review Information > Plan Review				
Plan Review Exemption				
PLAN REVIEW EXEMPTION				
* Are you exempt from submitting site plans or floor plans (see Tireworks Safety General Rules to determine this):				
Does the location have an approved automatic fire sprinkler $_{\odot}$ Yes $_{\odot}$ No system: *				
*Is this a renewal application for a permanent facility that has had Yes No no changes since last year?:				
*Amount in pounds of pyrotechnic composition on hand: [500				
* Date you intend to start selling?				





Step 5 is where you will attach any necessary or required documents. You can add them as needed or you can put them in your **Account Manager** and retrieve them from there.

Step 5 : Docum	ents > Attachm	ent					
otop o . Docum	*indicates a required field.						
Attachments	attachments						
Attach Site Plans and Floor Plans for review when not exempt from review. Applicant must determine this using the riteria outlined in the Fireworks Safety General Rules. Click HERE for Fireworks Plan Submittal Guideline.							
The maximum file size all html;htm;mht;mhtml;ex		es to upload.					
Name	Туре	Size	Latest Update	Action			
No records found.							
Select from Account Add							
Continue App	Continue Application » Save and resume later						
			•				



Step 6: Review

STATE FIRE MARSHAL

Step 6 allows you to review all information you have entered. If you need to edit anything you can click on the "Edit" button and make the necessary changes.

Step 6: Review							
Continue Application »		Save and resume later					
Please review all information below. Click the "Edon.	dit" buttons to make changes to sections or "Co	ontinue Application" to move					
Record Type	Record Type						
Consumer Fireworks Certificate Permanent Structure							
Retail Sales Location Name	Retail Sales Location Name						
Facility/Project Name:Creating INstructions							
Retail Sales Address		Edit					
1502 WATER ST City of Eaton Rapids Eaton Rapids Eaton MI 48827							
Certificate Holder		Edit					
Organization No name entry allowed 802, BROOK Eaton Rapids, MI, 48827	Phone:5173737441 Fax:5173737447 E-mail:fireworks@michigan.gov						
Site Contact		Edit					
Organization No name entry allowed	Phone:5173737441 E-mail:fireworks@michigan.gov						
Custom Fields							
COPY INFO FROM ANOTHER RECORD		Edit					
Copy Information From Previous Certificate/Registra	tion: Yes						
Low Impact/Consumer Number(Certificate/Registration To Copy Information From:	on Record #) 2016-CP00053						
Owner/Cert Holder							
OWNER/CERT HOLDER INFORMATION		Edit					
First Name:	George						
Last Name:	Greyson						
Fireworks Business Name:	Greayson's Boomers						





After reading the information at the bottom you will be asked to check a box showing that you agree to the certification language shown.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.



Per Fire Safety Rule 29.2914 Consumer Fireworks shall not be sold prior to inspection unless the applicant attests to complete compliance of Section 5 of PA Act 256 of 2011, NFPA 1124 Section 7, 2006



By checking this box, I agree to the above certification.

Date:

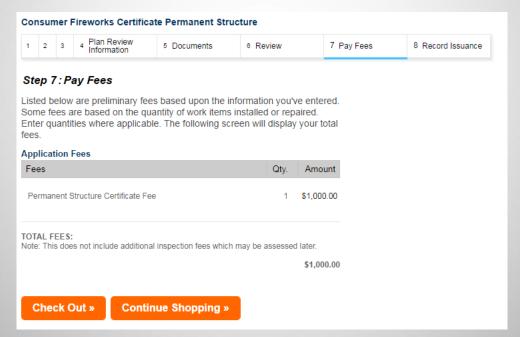
Continue Application »

Save and resume later



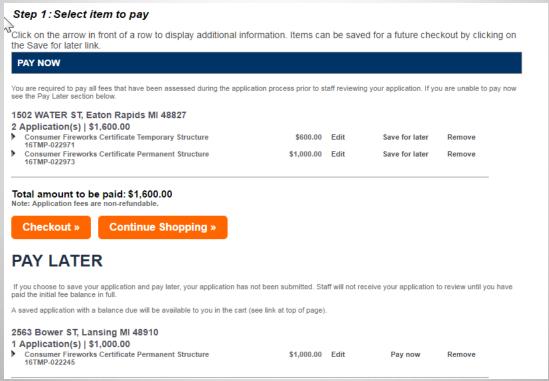


- Step 7 is for paying certificate fees. You can choose to continue to enter applications by clicking on "Continue Shopping".
- Or you can choose to "Check Out".





- OF FIRE SERVICES
- Step 1 of the Payment allows you several options.
- You have an option to submit payment for multiple applications in the "Checkout" area.







- You also have the option to "Save for Later". Those apps will remain there until you are ready to move forward with them.
- If you just want to delete an application you can do so by clicking on "Remove".

Step 1: Select item to pay

¹Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on

PAY NOW

You are required to pay all fees that have been assessed during the application process prior to staff reviewing your application. If you are unable to pay now

1502 WATER ST, Eaton Rapids MI 48827

2 Application(s) | \$1,600.00

- Consumer Fireworks Certificate Temporary Structure 16TMP-022971
- Consumer Fireworks Certificate Permanent Structure

\$600.00 Edit

Save for later

Remove

16TMP-022973

\$1,000.00 Edit

Save for later

Remove

Total amount to be paid: \$1,600.00

Note: Application fees are non-refundable.

Checkout »

Continue Shopping »

PAY LATER

If you choose to save your application and pay later, your application has not been submitted. Staff will not receive your application to review until you have paid the initial fee balance in full

A saved application with a balance due will be available to you in the cart (see link at top of page).

2563 Bower ST, Lansing MI 48910

- 1 Application(s) | \$1,000.00
- Consumer Fireworks Certificate Permanent Structure 16TMP-022245

\$1,000.00 Edit

Pay now

Remove





- You can find more information regarding the fireworks process by going to our webpage, www.michigan.gov/bfs, and browsing through the other tutorials that we have posted there.
- You can contact us with questions at <u>fireworks@michigan.gov</u> or by calling 517-373-7441
- Note: Due to the high volume of calls, emailing us is the best way to get a quick and effective response. Our goal is to return your phone calls within 24 hours.

